

ATTACHMENT-A1

SCOPE OF WORK Title-I Services

DISTRICT OF COLUMBIA**DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT****RENOVATION TO WILSON BUILDING 2ND AND 3RD FLOOR SUITES****TITLE-I SERVICES****1. SERVICES TO BE PERFORMED:**

The Architect-Engineer shall provide services and prepare and submit to the District of Columbia Government for the construction of the items listed in this scope of work. Upon completion of design documentation the Architect-Engineer will submit a final detailed construction cost estimate for accomplishing the work. It will be the responsibility of the Architect-Engineer to review all existing documentation, conduct site visits and assessments as required to prepare the required documents.

2. COORDINATION TO BE PERFORMED:

The Architect-Engineer shall meet with all the appropriate regulatory agencies to ascertain requirements for compliance. Upon complying with the aforementioned requirements and satisfactorily addressing all comments in the reviews noted below, the Architect-Engineer will submit the final permitted documents for editing by the Deputy Mayor for Planning and Economic Development (DMPED).

3. SCOPE OF WORK:**3.1. Project Summary:**

Architect-Engineer will provide full design and engineering (mechanical, electrical, plumbing and structural) services to allow DMPED to renovate sections of their suites on the 2nd and 3rd floor at 1350 Pennsylvania Avenue, NW (the Wilson Building).

Architect-Engineer will be responsible for obtaining all building permits, not including trade permits. Architect-Engineer's fee shall include costs for expediting. District is not responsible for any redesign costs due to non-compliance with building codes.

Architect-Engineer will be responsible for selecting, presenting and budgeting for all furnishings and arrange for District purchase of furnishings. The manufacture, shipping, delivery and installation of all furnishings will be competitively bid separately by the District. Architect-Engineer is responsible for creating the bid package and creating a basis of design so that the District may easily evaluate costs.

Architect-Engineer will be evaluated in part based on their experience with transformative spaces, Universal Design and improving an office's productivity based

on layout, finishes and furnishings. Architect-Engineer shall include in their proposal past projects that demonstrate this experience.

It is unlikely that lighting and ceiling elements will be changed due to building standards. In addition, the carpet will have to either match or closely resemble the existing carpet due to building standards.

Architect-Engineer shall develop a phasing plan that will allow the construction to be completed quickly but to also minimize time that staff will have to spend outside of the office. This phasing plan shall become part of the Construction Documents used by the District to procure a general contractor.

- 3.2. DC Green Building Act. LEED Certification will not be pursued on this project, but the project shall incorporate as many green building practices as practical per the District of Columbia Green Building Act of 2006, the 2013 District of Columbia Green Construction Code, and any subsequent revisions.
- 3.3. Cost Estimate. A cost estimate will be developed per the Attachment-A3, Technical Requirements and Submittal Guide requirement at each submission stage and provided both in hard copy and on electronic file format. The Cost Estimate will adhere to CSI.
- 3.4. Project Communications. All communication from the Architect-Engineer shall be to the designated representative of the District of Columbia Government, who shall serve as the project manager.
- 3.5. Bidding and Permitting Stage. The Architect-Engineer shall be responsible for obtaining any such building permits and clearances in accordance with Attachment-A3. The Architect-Engineer will assist the District in obtaining and reviewing bids or negotiated proposals, attending pre-bid meetings and will further assist in awarding and preparing contracts for construction. The Architect-Engineer shall be responsible for all costs associated with comments received from permitting agencies. This shall include both resubmission fees and redesign costs. There shall be a separate building permit obtained for each building.
- 3.6. Document Preparation: The final submission of required drawings will be on Computerized Graphic Software and specifications shall be provided electronically in MS Word format or such other word processing format as may be specified in writing by the Contracting Officer. Architect-Engineer shall also create PDF and hard copies as requested by District.
- 3.7. Design Submissions. Make design submissions in accordance with “Attachment-A3, Technical Requirements and Submittal Guide” requirements as follows:

<u>Task</u>	<u>Due Date</u>
Initial site survey and delivery of schematic drawings	(15) business days after Notice to Proceed (NTP)

Submission of Design Development drawings for DMPED review	(15) business days after approval of schematic drawings.
Revisions to Design Development drawings	(3) business days after issuance of request for revision by District of Columbia
Delivery of 100% Construction Documents	(20) business days after Design Development approval
Submission of 100% Construction Documents for permit and bidding	(5) business days after 100% Construction Document approval

Total duration is: **Fifty five (55) business days, not including time required for plan review by District of Columbia and revisions due to District of Columbia comments**

3.8. Title I Services are deemed complete when the Architect-Engineer obtains the required building permits (building permit fees are reimbursable) and the construction contract is awarded to the Contractor.

4. DOCUMENTS AND DATA TO BE FURNISHED BY THE DEPUTY MAYOR FOR PLANNING AND ECONOMIC DEVELOPMENT

- 4.1. Completed test fits, in both PDF and CAD, of 2nd and 3rd floor suites dated October 2015. (CAD - After award)
- 4.2. Building rules and regulations. (After award)
- 4.3. “Analysis of Recommended Workspace Improvements,” by Bowie Gridley Architects dated September 30, 2015. Document includes approved test fits and existing conditions.
- 4.4. Attachment-A3, “Technical Requirements and Submittal Guide”

5. PROJECT SPECIFIC REQUIREMENTS:

Architect-Engineer Services	Title I			
	Survey / Improvement		Construction Documents Phase	Final Compliance Phase
				Construction Administration – Title II
• Plat Map				
• Topographic Survey				
• Soils Data				
○ Hazardous Material & Contamination				
• Architectural	X		X	X
• Civil				
• Structural	X		X	X
• Electrical, including Fire Alarm	X		X	X
• Mechanical (HVAC)				
• Plumbing	X		X	X
• Color Charts			X	
• Computerized Design Analysis				
• Reviews				
○ Architectural Model				
• Specifications	X		X	
• Rendering				
• Cost Estimate	X		X	X
• Photos	X		X	X
• Construction Administration – Title II Services				X